

CASEWORKER

DEFINITION: Under general supervision, performs work of moderate difficulty providing direct social services to individuals, children and their families; services may include personal and family adjustments, finances, employment and/or other physical, psychological or social factors; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts intake assessments, personal interviews, obtains developmental history, medical and background information to determine eligibility; conducts review team meeting for agency catchment area; arranges emergency treatment services; obtains approval from client/parents to discuss client/child's specific information for review team meetings; conducts follow up service and on-site center reviews; maintains client files; documents information pertinent to client's progress such as assessments, psychiatric evaluation, admission/discharge and case manager notes.

Arranges home visits with clients, parents or guardians; ensures that parents and families remain informed throughout the duration of treatment; arranges for aftercare for clients; coordinates and collaborates with service providers to provide follow up and one to one service to clients; develops individual service plans based on the needs identified by qualified health professional as a result of screening; identifies specific services providers/location; monitors, reviews and authorizes services; maintains specific case files.

Conducts and coordinates activities with Navajo Nation, state and federal entities; conducts activities in coordination with schools, head start programs, early intervention service providers, and other community programs; provides counseling in areas of self-sufficiency, eating healthy foods, health hazards, family food budgeting; maintains adequate home care services to elderly/handicapped clients; attends conferences, seminars, workshops, staff meetings and case staffing.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the principles and practices of social service work.

Knowledge of the Navajo Nation's regulations regarding the care of clients.

Knowledge of the theories and practices of human service development.

Knowledge of community resources available to individuals and families.

Skill in working with computers and applicable software applications.

Skill in interpersonal communications/dealing with people.

Skill in communicating both orally and in writing.

Skill in analyzing data and drawing valid conclusions.

Skill in communicating effectively in the Navajo and English languages.

Skill in assessing situations and providing appropriate remedies.

Skill in workload management.

Skill in applying judgment in the release of and safeguarding confidential information.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical efforts primarily in an office setting with occasional work in the field or remote work sites.

THE NAVAJO NATION

Class Code: 3763
Community Education and Counseling Series
Case Worker Group
Overtime Code: Non-Exempt
Pay Grade: 57

CASEWORKER

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year experience providing social services and human services.

PREFERRED QUALIFICATIONS:

- College courses in Human Services, Social Work or Counseling.
- Two (2) years of human services or social services work experience.
- Proficiency in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.